

*Subject*

27 May 1977

MEMORANDUM FOR: Deputy Director for Administration  
FROM : F. W. M. Janney  
Director of Personnel  
SUBJECT : Office of Personnel Report --  
Week Ending 27 May 1977

1. Recruiter of the Year:

Recruitment Division's representative in the [REDACTED] [REDACTED] has been named U. S. Government Recruiter of the Year by the Bowling Green State University Career Planning and Placement Office. Presentation of the award was made at the 15th annual "Falcon Hunter Picnic and Reunion" recognition day held 20 May at Bowling Green Country Club, Bowling Green, Ohio. [REDACTED] was one of three recruiters representing the fields of government, business and education so honored. Winners are chosen on the basis of student evaluations of recruiters' interviewing skills, rapport and other relevant qualifications. During the 1976-1977 academic year, a total of 650 recruiters conducted more than 7,000 interviews on the Bowling Green campus. CIA is the only Government agency to have received this award a second time. [REDACTED], now Deputy Chief, Recruitment Division, was named Recruiter of the Year in 1966.

2. Minority Recruitment:

a. Recruiter [REDACTED], reports that he has been in touch by letter with some 30 Spanish-speaking program coordinators in the New Orleans area regarding CIA opportunities. The list of addresses was obtained from the EEO office in New Orleans. Referrals were invited from the Spanish-speaking coordinators, and [REDACTED] will follow up with interviews as appropriate.

b. [REDACTED] has also contacted the regional EEO office in Dallas to secure names and addresses of Spanish-speaking coordinators and lead sources in the Black community to whom he can write concerning job opportunities in CIA.

3. Special Advertisement: One hundred thirty-two ad responses have been received to date from an advertisement

25X1A

this productive return. In addition, several cases have been turned in by our field recruiters and are now under active consideration.

4. EOD Restrictions: We have clearances on 105 clericals whom we cannot enter on duty because of the 75 percent rule. Included are 35 clerks, 4 secretary-stenographers, 42 clerk-typists and 5 contract guards/couriers for OD&E. Not affected by the 75 percent rule are an additional 19 part-time clerks and clerk-typists (new hires) who are cleared.

5. Summer Only Program: We entered on duty 30 Summer-Only employees on 18 May and 30 on 19 May 1977.

STATSPEC

STATSPEC

6. Linguists: Chief, Staff Personnel Division met with senior officers of [REDACTED] to discuss their desire to have linguists declared a shortage category for the purpose of paying EOD transportation costs. Chief, SPD was not encouraging since [REDACTED] has lost only one applicant because of our inability to pay transportation expenses. He did agree to contact the Civil Service Commission to determine the number of linguists on their registers and to informally discuss with his counterpart in the National Security Agency as to whether they have a shortage of linguists.

7. Regulation Changes: We have forwarded a revision of part of Headquarters Handbook [REDACTED] on Military Leave to Regulations Control Branch for publication. The revision eliminates procedures no longer followed.

25X1A

8. Suggestion Awards: A DDA Suggestion Award Coordinators' Meeting was held on 25 May in the DDA Conference Room. The meeting was attended by the Deputy Director for Administration, the Associate Deputy Director for Administration, the Director of Personnel, key O/DDA officers, and the Coordinator for each DDA Office. Mr. Blake commended the group for its superior record in Suggestion Awards achieved by the Directorates and urged them to continue this vital effort.

COMING EVENTS:

25X1A

1. There will be a Personnel Skills Session on 15 June at 0930 in Room GA-13, Headquarters Building. [REDACTED], Chief, Review Staff, will conduct the session which will highlight personnel management activities and legislative and regulatory changes.

25X1A

2. We will continue with regulatory revisions (20 series).

*F. W. M. Janney*  
F. W. M. Janney

Distribution:

Orig & 1 - Adse  
1 - DD/Pers/SP  
1 - DD/Pers/R&P  
1 - DD/Pers/P&C  
1 - C/SAS  
1 - OP Subject File  
1 - D/Pers Chrono

25X1A

OD/Pers: [REDACTED] bkf (27 May 1977)